

GRANT COUNTY EMPLOYMENT OPPORTUNITY

VETERANS' SERVICE OFFICER

Start Rate: \$1,510.40 bi-weekly salary

This full-time position administers and directs the operation of the Grant County Veterans' Service Office and Veterans' Relief Fund. Responsibilities include: counsel, advise and aid clients in a variety of federal benefit programs including claims for disability, pension, insurance, educational and medical benefits; assist and advise clients in applying for state veterans benefits such as home and general purpose loans, education, subsistence and medical grant programs; and assist veterans' organizations by providing information and guidance on benefits and related issues.

MINIMUM QUALIFICATIONS: Graduation from high school or high school equivalency diploma; preferably supplemented by college level courses or business school training. Experience in counseling preferred; must be a resident of Wisconsin and have served two years of honorable active duty in the U.S. Armed Forces, per State Statutes 45.43; experience working with computers; specifically database and word processing.

NOTE: Must meet requirements as listed in State Statutes 45.43

A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608)723-2540.

Application must be on file, completely filled in, no later than 4:00 p.m. on May 31, 2010, to:

Grant County Personnel
111 S. Jefferson St.
Lancaster WI 53813

(AA/EEO)

GRANT COUNTY JOB DESCRIPTION

TITLE: Veterans' Service Officer

DEPARTMENT/ AGENCY: Veterans' Service Office

IMMEDIATE SUPERVISOR: Veterans' Service Committee

PAY RANGE: Non-represented Schedule 1; Grade C

FLSA: Exempt

NATURE OF WORK

Administers and directs the operation of the Veterans' Service Office and Veterans' Relief Fund. Advocate for veterans and their dependents in dealing with State and Federal Veterans' Agency.

MINIMUM QUALIFICATIONS

Education:

- Graduation from high school or high school equivalency diploma; preferably supplemented by college level courses or business school training.

Experience:

- Experience in counseling preferred
- Must be a resident of Wisconsin and have served two years of honorable active duty in the U.S. Armed Forces, per State Statutes 45.43
- Experience working with computers; specifically database and work processing

Note: Must meet requirements as listed in State Statutes 45.43

Knowledge, Skills and Abilities:

- Knowledge of the basic concepts and principles underlying veterans' benefits
- Knowledge of federal, state and local statutes pertaining to veterans' benefits
- Ability to plan and organize the work of the Veterans' Service Office
- Ability to advocate for veterans and their dependents
- Ability to deal successfully with individuals and families
- Ability to communicate effectively verbally and in writing
- Reliability
- Analytical ability
- Good judgment

ESSENTIAL FUNCTIONS

Under general direction

- Counsel, advise and aid clients in a variety of federal benefit programs including claims for disability, pension, insurance, educational and medical benefits
- Assist and advise clients in applying for state veterans benefits such as home and general purpose loans, education, subsistence and medical grant programs
- Assist veterans' organizations by providing information and guidance on benefits and related issues
- May speak at public functions
- Meet with governing committees and commissions
- Keeps current and knowledgeable on relevant governmental regulations and programs

- Plan, organize and direct budget proposals and functions
- Attend various regional, state and federal meetings
- Assist, inform and cooperate with other agencies such as Social Security Administration, Job Center and county agencies
- Maintain office public relations
- Perform related duties as necessary

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to methods and procedures with allowance for independence in judgment in accomplishing the assignments. Works under supervision of the Veterans' Service Committee and Veterans' Service Commission.

SUPERVISION EXERCISED

May supervise office staff

ENVIRONMENTAL FACTORS

Works in general office setting. Dexterity in moving, picking up objects and operating office equipment is required.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised: 01/18/2010